



Employment Application

Family Futures is an Equal Opportunity Employer and will not discriminate among applicants or employees with regard to race, color, religion, sex, age, national origin, height, sex orientation, weight, marital status, disability, veteran status or on the basis of any characteristic that is protected by the state or federal law.

Position for which you are applying: _____

Date available to start: _____ Expected Salary or Hourly Rate: \$ _____

Name: _____
Last First Middle

Address: _____
Number and Street City State Zip Code

Telephone Number: _____ E-Mail Address: _____

Other names used in school or employment: _____

Are you under 18 years of age? Yes No Are you a U.S. Citizen? Yes No

If you are not a U.S. Citizen, are you authorized to work in the United States? Yes No

Have you ever applied for work with Family Futures? Yes No If yes, when? _____

List anyone you know who works for us or referred you: _____

COMPUTERS SKILLS AND QUALIFICATIONS:

List all software experience below and rate your experience level:

Type	List Specific Software	Experience Level
Word Processing		
Spreadsheet		
Database		
Fund Development		
CMS		
Accounting		
Social Media		
Additional		
Additional		

List skills, qualifications, or experiences, which you feel, would be an asset to our Organization:

This position requires lifting up to twenty pounds and using your personal vehicle for deliveries or attendance of meetings (mileage is reimbursable). Are you able to do the job for which you are applying? Yes No

If no, please explain: _____

Do you have a valid driver's license? Yes No

Can you perform the essential functions of the position with or without accommodations? Yes No

If no, please explain: _____

Will you require any accommodations to participate in the application process and/or job interview, including testing which may be required to determine your qualifications for the position? Yes No

If yes, please explain: _____

MILITARY RECORD (Service in U.S. Armed Forces or State Militia only) if applicable:

Branch of Services: _____ Dates of Service: From _____ To _____

Rank on discharge or present rank: _____

Military occupational specialty: _____

Honorable Discharge? Yes No

CRIMINAL HISTORY

A felony conviction will not automatically preclude an applicant from a job offer.

Have you ever been convicted of or plead guilty or no contest to a criminal offense?

Yes No If yes, please explain the circumstances and dates related to the offense:

Are there any felony charges pending against you now? Yes No If yes, please describe:

Have you ever been convicted of child abuse or neglect? Yes No If yes, please explain:

EDUCATION

Type of School	Name/Location Of School	Years Attended	Graduation Date	Major	Diploma/Degree	GPA
High School						
College or University						
Graduate School						
Specialized Training						

List any completed course work relating to childhood development or parenting:

PROFESSIONAL REFERENCES

Please list three professional references that have personal knowledge of your work experience.

Name:	Relationship:
Phone:	Employer & Position:
Name:	Relationship:
Phone:	Employer & Position:
Name:	Relationship:
Phone:	Employer & Position:

EMPLOYMENT HISTORY

List all employment (starting with your most recent). Attach additional employment on a separate sheet of paper answering each question completely and accurately. Please fill out information on this form.

Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		

Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		
Employer:	Employed From:	To:
Supervisors Name:	Supervisors Phone:	
Position Title and Duties:		
Starting Pay: \$	Ending Pay: \$	
Reason for Leaving:		

Please read the following statements carefully before signing to indicate your understanding and agreement:

Certificate of Truthfulness:

I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed may result in my dismissal.

Authorization for Employment/Educational Information:

I authorize the references listed in the Application for Employment, and any prior employer, educational institution, or any organizations to give Family Futures any and all information concerning my previous employment/educational accomplishments, disciplinary information or any other pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I hereby waive written notice that employment information is being provided by any person or organization.

Authorization to Work.

If I am selected for hire, I will be offered employment provided that I am authorized to work as requested by the Immigration Reform and Control Act of 1986.

Employment at Will.

If I am hired, in consideration of my employment, I agree to abide by the rule and policies of Family Futures, including any change from time to time, and agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Family Futures or myself. I understand that no manager or other representative of Family Futures, other than the Executive Director has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing. Any such agreement made by the Executive Director must be made in writing to be effective.

Limitation on Claims.

I agree that any action or suit against Family Futures arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights status, must be brought within 180 days of the event giving rise to the claim or be forever barred. I waive any statute of limitations to the contrary.

Need for Accommodation.

If I have a disability and know that I need an accommodation to perform the job, I must notify Family Futures of that need within 182 days. Failure to do so will bar me from alleging that Family Futures has not accommodated me as required by law. I understand that if I have a protected disability that affects my ability to do the job I seek, I may ask Family Futures to attempt to make a reasonable accommodation for it. I must make the request in writing to the Executive Director as soon as possible after the date I know the accommodation is needed.

Criminal Records Check.

I agree to execute an authorization for this employer to secure criminal conviction history from the appropriate law enforcement agency.

Applicant’s Signature (please type name): _____

Date: _____

Applicants - Please complete this full application and return to:

e-mail: AccountingandHR@familyfutures.net